



Charging and Remissions Policy

Approved by: Full Governing Body

Date: November 2025

Review: November 2026

Signed: Chair: Mr. C. Harris

INTRODUCTION

The purpose of the policy is to ensure that there is clarity over those items, which the school will provide free of charge, and for those items where there may be a charge.

The LA Policy and the DfE guidance and the school's Lettings Policy (if applicable) have informed the policy.

Definition

The school day is defined as 8.40 a.m. to 3.10 p.m. The midday break does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Policy Statement

During the school day, activities that are a necessary part of the EYFS curriculum or the National Curriculum plus Religious Education, will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity, however voluntary contributions may be sought for activities during the school day, which entail additional costs, for example, visits out and visitors in. In these circumstances, no pupil will be prevented from participating because their parents cannot or will not contribute. (If insufficient funds are available, it may be necessary to curtail or cancel activities).

It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument; at present Reddal Hill Primary School do not charge for music tuition. If the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we may make a charge in the form of voluntary contributions.

School Meals

There is no charge for a school meal for children who are entitled to Free School Meals or Universal Infant Free School Meals. Pupils who are not entitled to free school meals may be charged a set amount as decided by Sandwell LA or parents can provide a packed lunch.

Optional activities outside of the school day

We will charge in full for optional, extra activities provided outside of the school day, for example Breakfast and After School Club, Nursery lunch time supervision, an evening theatre visit or residential trip. Such activities are not directly part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.

If there is a price increase these will be communicated to parents with at least 1 month's notice period.

Where a child is not collected 10 minutes after the end of the school day, pupils will attend after school club and the parents will be charged for the full session. Any child collected late from after school club will be charged a late collection fee.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most time spent on the activity falls within the school day. However, the school may request a voluntary contribution.

Residential Visit

Charges will be made for residential visits; however, Reddal Hill Primary School will subsidise the cost wherever possible.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not pay. Support for cases of hardship should be made to the Headteacher.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Eligible Benefits

Parents who are in receipt of Free School Meals or qualify for Pupil Premium may be entitled to support for some of the charges. You will qualify for Free School Meals if you meet the following criteria:

- Income Support

- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

See www.sandwell.gov.uk for current criteria.

All discussions relating to individual family's financial circumstances will be confidential.

Malicious Damage

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.

Reviewed on	Reviewed by	Completed
07/11/2025	Samantha Maxwell	07/11/2025